

FC-80 ORDER CONFIRMATION FORM COMPLETION

6547

(No.21 May 2016)

Responsibility

Division Chief

The following numbered steps will assist in completion of the Order Confirmation Form.

1. Requesting agency and shipping address.
2. Requesting agency billing address.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION FC-80 (REV. 10/99)	STATE OF CALIFORNIA
CAMP-MANUFACTURED PRODUCTS ORDER CONFIRMATION FORM	
SHIP TO: (1)	CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION ACCOUNTING OFFICE PO BOX 944246 SACRAMENTO CA 94244-2460
BILL TO: (2)	

3. The Camp Reference Number is made up of the fiscal year corresponding to the order date, the initiating conservation camp's index code, and the accumulative number beginning with number one, e.g., 89-4911-01.
4. Date order was received.
5. Requesting agency's purchase order (PO) number, if available.
6. Specify delivery mode (deliver, pick up, or ship). If items have been, or will be shipped, specify UPS, Mail, Freight, etc.
7. Quantity of item requested.
8. Quantity of item shipped.
9. Quantity of item back ordered.
10. Be specific enough that the requesting agency will know the item is what they ordered.
11. List the unit designation for the item.
12. List the unit price for the item.
13. Total (Quantity Shipped times the Unit Price). Use the bottom line of the body of this section of the FC-80 to record the shipper, if any, and any freight, shipping, or mailing costs.

CAMP REFERENCE (3)	ORDER DATE (4)	CUSTOMER P.O. NUMBER (5)	CARRIER (6)
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QUANTITY			DESCRIPTION	UNIT	UNIT PRICE	TOTAL
REQUESTED	SHIPPED	BACK ORDER				
(7)	(8)	(9)	(10)	(11)	(12)	(13)

14. Fiscal Year based on order date, i.e., FY 99 covers order dates from 7/1/1999 through 6/30/2000.
15. Camp's Index Code.
16. PCA: 03071 - State and Local Agencies.
17. Source Code:
18. State Agency = 991913.24
19. Local Agency = 991936.13
20. Total amount of order. This amount will be invoiced for collection from purchasing agency. This is the amount to be allocated to the camp Index and PCA 03071.
21. Signature Block (if obtainable) for agency representative placing order.
22. Signature Block for Camp Division Chief or designee.
23. Name of conservation camp.
24. Name and telephone number of agency representative placing order.

FY	INDEX	PCA	SOURCE CODE		
(14)	(15)	(16)	(17)	TOTAL AMOUNT	(18)

SACRAMENTO ACCOUNTING OFFICE WILL BE INVOICING.

(19)

SIGNATURE OF PURCHASING AGENT

(20)

SIGNATURE OF CAMP DIVISION CHIEF

(21)

CAMP NAME

(22)

CONTACT PERSON

On completion of the FC-80, enter all needed information on an FC-80 Log (suggested format as follows).

CAMP-MANUFACTURED PRODUCTS
FC-80 LOG for FY _____

FC-80 DATE	VENDOR	ITEMS	DOC NUMBER	AMOUNT	CHECK # DATE REC.

FC-80 ORDER CONFIRMATION FORM DISTRIBUTION

6547.1

(No.21 May 2016)

Responsibility

Division Chief

The Order Confirmation Form (FC-80) should be completed and forwarded through the appropriate channels as soon as possible. Attach all supporting documents from the requesting agency, if applicable, (i.e., copy of their Purchase Order) to the FC-80 original. Exhibit 6547.1, [Camp-Manufactured Product Order Confirmation Form – Routing](#), outlines the routing of the order form:

1. Complete original with six copies.
2. One copy stays with camp; one copy goes to requesting agency, original and four copies to the unit.
3. The unit holds a copy and forwards the original and three copies to Region.
4. Region retains a copy and forwards the original and one copy to Sacramento Headquarters - Accounting Office, Accounts Receivable, and one copy to Sacramento Headquarters - Budget Office.

If the requesting agency sends the check to the camp, log the check number and date received on the FC-80. Attach a photocopy of the check to the FC-80. Log the check number and date on the FC-80 Log (see end of Section 6547). Forward two copies of the FC-80 and the original and a copy of the check (two sets) to Sacramento DAO, Attn: Accounts Receivable Supervisor (See Exhibit 6547.1, [Camp- Manufactured Product Order Confirmation Form – Routing](#).)

**FORMS AND/OR FORMS SAMPLES: RETURN TO CAL FIRE
LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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